# A picture containing logo Description automatically generated

# Statement of Work

| Client: **Aubuchon Company** | Date of Master Services Agreement: |
| --- | --- |

##### SOW No. 001

**This Statement of Work** (this “***SOW***”) is incorporated into the Master Services Agreement by and between Cloud Date Consulting, Inc. (“***Cloud Data***”) and the undersigned person or entity identified in this SOW as Client (referred to in this SOW and the Agreement as the “***Client***”) with above date (the **“*Agreement*”**). All capitalized terms used and not expressly defined in this SOW will have the meanings given to them in the Agreement.

**1. Statement of Work.** This SOW constitutes a “Statement of Work” under the Agreement and describes the Services to be performed by Cloud Data pursuant to the Agreement.‌

‌**2. Services, Deliverables, Timeline and Estimated Costs.** The specific Services contemplated by this SOW, including the project assumptions, the Deliverables, and the timeline for performance and completion of the Services, are described in ***Attachment 1*** attached to this SOW**.** Attachment 1sets forth either estimated or fixed costs for Services and estimated or fixed schedules or deadlines for performance of Services, provided if costs or deadlines are not expressly stated as fixed in this SOW, they shall be considered estimates of costs for Services or estimated schedules or deadlines for performance of Services, as applicable.

**3. Term.**  The term of this SOW shall commence on the date of execution and shall continue until the Services described in Attachment 1 are completed, as determined by Client, unless this SOW is terminated sooner in accordance with **Section 7** of the Agreement.

‌**4. Entire Agreement; Modifications.**

This SOW, together with the Agreement and Attachment 1, is the final, complete, and exclusive agreement of the parties with respect to the Services to be provided under this SOW and supersedes and merges all prior or contemporaneous communications and understandings between the parties regarding such Services. No modification, amendment, or waiver of this SOW will be effective unless in writing and signed by the parties.

‌**5. Payment and Billing Information.**

‌Upon execution of this SOW, Cloud Data shall invoice the Client for $40,000 which shall be credited to Fees and reimbursable Expenses incurred by Cloud Data in providing the Services described in this SOW or returned to Client as provided for in this SOW or the Agreement. When the initial deposit has been applied to outstanding invoices, Cloud Data may, at its option, require payment of a subsequent deposit of equal amount to be credited to additional Fees, reimbursable Expenses, and other invoiced amounts or refunded on the same basis as the original deposit under this SOW was to be credited or refunded.‌

‌

‌

Invoices will be sent by email to the Client’s Billing Contact identified below unless other arrangements are made.

| Billing Contact Person | Billing Email Address |
| --- | --- |
| ​Scott Aubuchon | ​Scott@Aubuchon.com |

Any major expenses identified as such in Attachment 1 will be invoiced and paid in advance prior to ordering or purchase. All expenses related to Cloud Data’s acquisition of goods, materials, third-party software, or equipment identified in Attachment 1 will be billed at Cloud Data’s cost, plus eighteen percent (18%).

ACH and Bill.com payments are accepted.: ‌(Note attach a W9 if requested by Client)

Our bill.com address: [CloudDataConsulting@Bill.com](mailto:CloudDataConsulting@Bill.com)

ACH Information

Bank Name: Wells Fargo

Bank Routing Number: 102000076

Bank Account Number: 2116898624

Account Type: Checking

Please email: Taylor.Fulton@CloudDataConsulting.com for any ACH or Bill.com questions.

The Parties have executed this SOW by their duly authorized representatives as of the date(s) set forth below.‌

| Cloud Data Consulting, Inc.  1776 S Jackson St, Ste 1101  Denver Colorado, 80210 | Client‌:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
| ​By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:  Bernard F. Pruss, II  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ​By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

A picture containing logo

Description automatically generated

# Attachment 1

# Statement of Work

SOW No. \_\_\_001\_\_\_\_\_\_\_\_ Client: **Aubuchon Company**

1. Project Overview and Objectives

Aubuchon Company (Aubuchon) aims to enhance their data-driven decision-making capabilities by implementing a robust and efficient data management system. To achieve this, Aubuchon seeks to consolidate data from approximately 34 (and counting) sources into a unified data platform, commonly referred to as a data warehouse (the “Project”).

Aubuchon has set a goal for 2023 to provide each of its 13 departments with a dashboard featuring four Key Performance Indicators (KPIs). This Statement of Work (SOW) supports Aubuchon's objectives.

Analytics Strategies is leading Phase 0 of this initiative, which includes a Data Assessment and Program Design. The outputs from Phase 0 will serve as inputs for Phase 1 and will significantly influence the project's direction.

1. Scope of Services for the Project

This SOW is to perform Services for Phase 1 of the Project. The scope of work for Phase 1 involves supporting Aubuchon in implementing a modern data warehouse using reliable, cost-effective tools and practices. This includes facilitating the procurement of cloud-based services for chosen products and assisting in evaluating and selecting tools when the optimal choice for Aubuchon is unclear, such as a Business Intelligence tool.

Key components of Phase 1 include, but are not limited to:

* Developing an initial end-to-end cloud-based data solutions architecture centered around the Snowflake database.
* Assisting Aubuchon in choosing the best Cloud Platform or combination of platforms by evaluating the tradeoffs between various options.
* Establishing project tools and setting up regular status meetings to ensure effective communication and collaboration.
* Refining a high-level conceptual model of the business, identifying critical data elements for the fact/measures and dimensions required for star schemas.
* Configuring infrastructure accounts with cloud vendors, including Snowflake, Fivetran, Matillion, dbt, Dataedo (or similar), AWS, Azure, and/or GCP (Google Analytics resides here).
* Ingesting and profiling raw data to determine which systems, tables, and columns are necessary for star schema design, using a Bus Matrix for analysis.
* Facilitating the ongoing inventory of data sources and critical data elements, working with Aubuchon to prioritize the list to maximize ROI based on their input.
* Identifying and rationalizing critical data elements in priority order to ensure consistency and completeness.
* Ingesting data sources in priority order.
* Designing star schema or similar data models for reporting based on the prioritized list of critical data elements and KPIs identified in Phase 0. Some critical data elements may be discovered after the initial inventory; these will be prioritized according to Aubuchon's input.
* Designing and building dashboards based on star schemas and identified KPIs. Aubuchon may opt to have internal staff handle more or less of this work, and Cloud Data will support their prioritization.
* Configuring environments to separate development and production per data engineering best practices.
* Providing dashboard integration and development support as needed, based on KPI analysis informed by Phase 0.
* Offering systems integration support and enablement.
* Addressing any additional requests.

By focusing on these components, Cloud Data will help Aubuchon optimize their data management capabilities and achieve their goal of becoming a more efficient, data-driven organization.

1. Materials and Support to be Provided by Aubuchon

Cloud Data will assist Aubuchon in selecting tools and platforms from Cloud Data's preferred vendor list and will work with the chosen vendors to ensure a seamless integration. Client is responsible for the cost of all such tools and platforms and of all other Client Materials. Most modern data stack tools today are cloud-based and offer a variety of licensing models. Cloud Data will help Aubuchon evaluate the tradeoffs between different tools based on the source systems being ingested, cost models, and the engineering time and skill level needed for tool usage and support.

Many tools offer a free trial period, followed by a pay-as-you-go model. Cloud Data will leverage these free trials and, if necessary, pay-as-you-go periods to gather data about each source system, optimizing tool selection and vendor contract terms. Aubuchon will create trial accounts under their name with an authorized agent's authorization.

Some anticipated accounts that need to be set up early in the project include:

* Snowflake Data Warehouse
* Fivetran
* Matillion ELT
* AWS
* Azure

If Aubuchon already has master accounts with AWS and Azure, we request a sub-account to be set up for the data warehouse project. This will grant us full permission to work while limiting the scope of potential issues to these accounts.

Assistance and Project Organization:

* Access to Subject Matter Experts who understand the business requirements, current source systems and their respective data, and the processes that produce the data for the system we will build.
* Access to and input from a key decision-maker from Aubuchon who will provide the business vision and priorities for the team. This role is sometimes referred to as a "Product Owner" in agile methodologies. The Product Owner will be empowered to resolve any conflicting requests or requirements in a timely manner.
* Access to a designated internal "Project Lead". This person will be the primary point of contact for communications regarding the project. While not necessarily the decision-maker, the Project Lead will have access to internal resources necessary to ensure the timely flow of information and status.
* Information about any problems the business is trying to solve.

Technical Assistance:

* Access to data analytics environments and tools within the scope of work.
* Access to any tools currently in use to display reports or dashboards.
* Access to source system and/or source system documentation if needed.

1. Deliverables

In addition to providing documentation of processes, project management, and infrastructure, the deliverables for Phase 1 include:

* Establishment of a fully operational end-to-end cloud data platform for Aubuchon.
* Periodic ingestion of the initial set of data sources into the raw data storage.
* Creation and scheduled updates of the initial set of dimensions and facts.
* Development of a set of dashboards with KPIs in a BI tool for Aubuchon.

Please note that the exact number of facts, dimensions, and dashboards will depend on the efficiency with which we can obtain the required information and access, as well as potential obstacles such as critical source systems being inaccessible due to technical or business reasons.

1. Additional Services: Training, Coaching, and Education

Cloud Data places a strong emphasis on the democratization of data knowledge and processes. We encourage the involvement of Aubuchon resources in development as much as they are interested and available. We are committed to providing training, coaching, and educational services to help build internal expertise and foster a data-driven culture within Aubuchon. Depending on the scope of any training, coaching, and educational services to be provided by Cloud Data, such services will be provided at either Cloud Data’s standard billing rates or as the subject of an additional SOW.

1. Billing Rates

This Statement of Work (SOW) is quoted at a total cost of $40,000 per month for a duration of 5 months. This pricing is based on 160 Full-Time Equivalent (FTE) hours per month, utilizing Cloud Data's blended rate of $250/hour. Cloud Data will strategically allocate a mix of personnel to maximize the value provided to Aubuchon, ensuring efficient and effective project execution.

1. Fees and Expenses (fixed or estimated)

The scope of this Statement of Work (SOW) encompasses an interaction-based data team as a service tailored to Aubuchon's budget. The initial budget is set at $40,000 per month for a 5-month period, amounting to a total of $200,000. This budget is dedicated to supporting Aubuchon Company in implementing their data warehouse and associated dashboards. Cloud Data Consulting and Aubuchon Company will begin discussions about potential future iterations approximately 60 days prior to the completion of this SOW. While we can initiate these discussions earlier, we require sufficient time to ensure that the appropriate resources are available or allocated for ongoing work.

At present, no travel plans are scheduled, and we are open to discussing on-site visits as requested, based on our staff's availability and Aubuchon's requirements. Generally, we perform most of our work remotely, but occasionally, it is beneficial for teams to meet on-site to facilitate better collaboration and understanding.

1. Fee Payment Schedule

Invoicing for the project will begin with an initial payment for retaining Cloud Data services due at contract signing in the amount of $40,000 USD. Following the initial payment, invoices will be issued monthly for a total of 5 payments, with each subsequent invoice being due upon receipt.

Aubuchon may increase the hours and budget as needed or desired and Cloud Data will provide additional resources to the project on a best efforts basis. Cloud Data requests at least 45 days notice if the Aubuchon wishes to terminate services early.

All invoices are due upon receipt. Cloud Data and Aubuchon will work together to ensure a successful project and align on any changes that may arise throughout the project duration.

1. Performance Schedule and Milestones

The following performance schedule outlines the project timeline, including start and end dates, milestone dates, and the dates or schedule for the delivery of deliverables.

1. Contract Signing: Formal agreement between both parties to commence the project.
2. Project Initiation: Kick-off meeting to discuss objectives, deliverables, and team introductions.
3. Snowflake Account Setup: Configuration and activation of Snowflake account for data storage and processing.
4. Fivetran Account Setup: Configuration and activation of Fivetran account to begin the trial period for data integration.
5. Matillion Account Setup: Configuration and activation of Matillion account to initiate the trial period for data transformation.
6. Data Sources Loaded to Raw: Ingestion of all data sources into the raw data layer for initial analysis.
7. Initial Data Profiling Complete: Completion of data assessment to identify data quality, patterns, and potential issues.
8. First Star Schema Available: Development and availability of the initial star schema for data modeling and analysis.
9. Remaining Star Schemas Developed: Completion of all subsequent star schemas required for the project.

Please note that the specific dates for each milestone will be determined upon the project's commencement and will be mutually agreed upon by both parties. This timeline ensures a structured approach to project execution, allowing for efficient progress tracking and timely delivery of deliverables.

1. Additional Requirements and Assumptions specific to the Project:
2. Snowflake will serve as the primary database for building the data warehouse.
3. A combination of tools will be used for data ingestion based on source system requirements, tool pricing structures, and tradeoffs between tool costs and engineering time. The primary tools under consideration include Matillion, Fivetran, and dbt.
4. The choice of cloud platforms will be limited to Azure and AWS. We will assist Aubuchon in making an informed decision by quantifying the various tradeoffs between the two platforms. We are capable of working with either platform or a combination of both.
5. The project timeline and deliverables may be subject to change depending on the availability of resources, access to data sources, and any unforeseen technical challenges.
6. Aubuchon will provide timely access to relevant data sources, subject matter experts, and decision-makers to ensure the efficient execution of the project.
7. The project will be executed in close collaboration with Aubuchon's internal team, ensuring knowledge transfer and fostering a data-driven culture within the organization.
8. The scope of the project may be adjusted based on Aubuchon's business priorities, data source availability, and the outcome of the initial assessment of data quality and completeness.
9. Regular project updates and communication will be maintained to ensure alignment between Cloud Data Consulting and Aubuchon on project progress and any changes in requirements or priorities.